



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

POLICE TELECOMMUNICATOR I

Job Number: 20000687

Job Code: 24010V161016

Job Group: 2400 - AUXILIARY LAW ENFORCEMENT

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs beginning level work in receiving and disseminating information concerning public safety and law enforcement activities to, from and between Kentucky State Police mobile units, law enforcement agencies and the public. Answers 911 calls in areas without local 911 service, and provides emergency medical dispatch instructions while emergency responders are in route; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have one year of experience in the transmission, receiving and relaying of electronic information for law enforcement, emergency medical, fire, emergency management, military communications, traffic operations or as a multi-line telephone receptionist.

Substitute EDUCATION for EXPERIENCE:

College will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Shall not have been convicted of a felony or other crimes pursuant to KRS 15.540. Must obtain certification as a Telecommunicator by the Department of Criminal Justice Training and LINK/NCIC Operator within twelve months of

employment. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials <http://www.lrc.state.ky.us/KRS/015-00/560.PDF>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

At the beginning level, receives and disseminates information concerning public safety and law enforcement activities. May answer 911 calls and provides emergency medical dispatch instructions to victims and callers in distress, while emergency responders are enroute to the scene. Receives information, complaints and inquiries from the public (by telephone or in person) on subjects such as: road and weather reports, driver and vehicle licenses, accident information and other matters relating to functions performed by the Kentucky State Police and initiates appropriate actions. Directs emergency response vehicles to accident scenes. Operates the National Attack Warning System in cooperation with the Office of Civil Defense and Mobilization. Formulates computerized transactions with LINK (Law Information Network of Kentucky) and NCIC (National Crime Information Center). Prepares messages for transmission on the National Law Enforcement Teletype System. Enters data into time card systems for hours worked for KSP personnel. Enters activity data of KSP sworn personnel which is routinely used in court as official documentation of incidents and used by the agency to generate reports. Completes appropriate reports on all criminal activities and complaints received. Maintains communication center files and logs on all information received. Monitors KSP post security cameras including lobby area, impound lot, post property, NCIC terminals and equipment. Maintains contact with Kentucky Emergency Operations Center with respect to conditions of federal highways and creates CARS entries for closure on federal and state highways. Operates and monitors the National Attack Warning System in cooperation with the Office of Civil Defense and Mobilization. Initiates and cancels AMBER alert activations. Operates telecommunications device for the deaf. Continually updates supervisors on all incidents requiring KSP response and makes notification to agency headquarters of specific and/or critical incidents when required by policy, or at the direction of agency supervisors.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in a communications center at a Kentucky State Police Post and under extremely stressful conditions. May be required to work rotating shifts.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.